

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 9 October 1956

FROM : Chief, Administrative Training Branch

SUBJECT: Weekly Report, 2 - 9 October

25X1 1. During the absence of [] talked
25X1 with [] about the briefing course he is organizing for a few
people in relation to using electronic machines in the Agency. Since
these people will be on an extensive study of the various machines with
the goal of selecting the ones that will best service the different
25X1 offices, [] felt we could contribute to the briefing by
explaining Agency forms. He asked for a list of the various preprinted
25X1 forms used in teaching our two courses. [] suggested that
before you discuss forms with a diversified group of people it would be
25X1 well to have a good coverage of Agency organization. [] set
up a tentative one-week schedule, to be presented to [] for his
approval, amendment or rejection.

1st Day - Organization

2nd Day - RI Tours

3rd, 4th and 5th Days - Forms Explanations

25X1 [] will send us a copy of the notes of his meeting and will let
us know how we can help in this program.

25X1 2. [] was well pleased with the coverage given in the
25X1 Dependents Briefing by [] they were able to
clarify cover questions as well as the many points on travel and living
conditions.

3. The remodeling of the vault has been completed!!!!

25X1 4. [] was on sick leave and returned to the office on
Monday.

5. [] is on Annual Leave.

25 YEAR RE-REVIEW

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